NOTICE
GLENPOOL INDUSTRIAL AUTHORITY
REGULAR MEETING

A Regular Session of the Glenpool Industrial Authority will be held at 6:00 p.m. immediately following the Glenpool Utility Service Authority meeting on November 2, 2020, via Zoom video conference. Board members will not be present in person. **TO JOIN MEETING**:

- **By computer/iPad**:
  https://us02web.zoom.us/j/86116749098?pwd=V2I0SkoxbDBCN3E5SmFPcC9mNDJHQT09
  Meeting ID: 861 1674 9098 | Passcode: 350280
- **By Phone:** 1-253-215-8782 OR 1-301-715-8592
  Meeting ID: 861 1674 9098 | Passcode: 350280

The GIA Board welcomes comments from citizens of Glenpool who wish to address any item on the agenda. Speakers are required to complete the Request to Speak form located on our website: Cityofglenpool.com and email it to the City Clerk: Wknight@cityofGlenpool.com PRIOR TO 6:00 PM November 2, 2020.

AGENDA

Page

A) **Call to Order - Timothy Lee Fox, Chairman**

B) **Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman**

C) **Scheduled Business**

1) Discussion and possible action to approve minutes from October 5, 2020 meeting. (WendyKnight, Secretary) — 3 - 4
GIA - 05 Oct 2020 - Minutes - Html

2) Discussion and possible action to authorize Encumbrance Rollover from FY 2019-2020 to FY 2020-2021. (John Gonsalves, Finance Director) — 5 - 6
GIA Rollover

3) Discussion and possible action to approve FY 2020-2021 Budget Amendment No. GIA-1. (John Gonsalves, Finance Director) — 7 - 8
Budget Amendment GIA

4) Discussion and possible action to approve 2nd quarter blanket purchase orders in the amount of $76,083.75. (John Gonsalves, Finance Director) — 9 - 12
GIA SECOND QTR BLANKET PURCHASE ORDERS

5) Discussion and possible action to approve 2021 Meeting Calendar. (Wendy Knight, City Clerk) — 13
2021 Meeting Schedule

D) **Adjournment**

This notice and agenda was posted at Glenpool City Hall, 12205 S. Yukon Ave., Glenpool, Oklahoma, on October 30, 2020, by 4:00 p.m.
Signed: Wendy Knight

Secretary

MINUTES
GIA Meeting
Monday, October 5, 2020 Council Chambers 6:00 PM

TRUSTEES PRESENT:	Tim Fox Momodou Ceesay Jacqueline Triplett-Lund Brandon Kearns
TRUSTEES ABSENT:	Joyce Calvert
STAFF PRESENT:	David Tillotson Susan White Lowell Peterson Wendy Knight John Gonsalves Lynn Burrow Jim Martin

A) Call to Order - Timothy Lee Fox, Chairman
Chairman Fox called the meeting to order at 9:13 p.m.

B) Roll Call, Declaration of Quorum – Wendy Knight, Secretary; Timothy Lee Fox, Chairman
Wendy Knight called the roll, Chairman Fox declared a quorum present.

C) Scheduled Business

1) Discussion and possible action to approve minutes from September 8, 2020 meeting.
(Wendy Knight, Secretary)

Moved by Brandon Kearns, seconded by Momodou Ceesay

To approve the minutes as presented.

	For	Against	Abstained	Absent
Tim Fox	x			
Momodou Ceesay	x			

Joyce Calvert				x
Jacqueline Triplett-Lund			x	
Brandon Kearns	x			
	3	0	1	1

CARRIED.

GIA - 08 Sep 2020 - Minutes - Html

2) Discussion and possible action to approve the FY2020-2021 Agreement between the City of Glenpool, the Glenpool Industrial Authority, and the Glenpool Chamber of Commerce.
(David Tillotson, City Manager)

Mr. Tillotson recommended Board approval of the FY2020-2021 Agreement between the City of Glenpool, the Glenpool Industrial Authority, and the Glenpool Chamber of Commerce. There are no monetary modifications from the previous contract, which calls for $32,000 to be paid annually to the Chamber, plus $5000 for BlackGold Days.

Moved by Momodou Ceesay, seconded by Jacqueline Triplett-Lund

To approve the FY2020-2021 Agreement between the City of Glenpool, the Glenpool Industrial Authority, and the Glenpool Chamber of Commerce.

	For	**Against**	**Abstained**	**Absent**
Tim Fox	x			
Momodou Ceesay	x			
Joyce Calvert				x
Jacqueline Triplett-Lund	x			
Brandon Kearns	x			
	4	0	0	1

CARRIED.

Staff Report - Chamber Agreement.GIA
Chamber Agreement

D) Adjournment

Chairman Fox declared the meeting adjourned at 9:14 p.m.

City Of Glenpool
Creating Opportunity

STAFF REPORT

To: Honorable Chairman and GIA Board of Trustees

From: John Gonsalves, Finance Director/Treasurer

Date: November 02, 2020

Re: FY2019-2020 Encumbrance Rollover to FY2020-2021 GIA

Background:
The proposed Encumbrance Rollover reflects 2019-2020 fiscal year-end encumbrances that were not completed during the fiscal year. Any encumbrances (Purchase Orders) that carry a balance at the end of the previous fiscal year are "rolled over" into the current year, and the budgets that supported those balances are also added to the current budget. Any incomplete projects that carry a budget balance at the end of the previous fiscal year are also rolled over into the current fiscal year. These amendments adjust the budgeted beginning fund balances, based on the previous year's final ending balance numbers.

The attached purchase was approved by Council on 2/03/2020 in the amount of $268,800.00. $182,333.00 was paid last fiscal year which leaves a balance of $86,467.00 to be rolled over to FY2020-2021

Staff Recommendation:
Staff recommends a motion to approve encumbrance rollovers from FY2019-2020 to FY2020-2021.

Attachments:
FY 2019-2020 Encumbrance Rollover

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

City of Glenpool - GIA

Fund	Account	Vendor	Amount	Purchase Order #	Description	Date Approved By Council
30	30-6-12-6244	SMS Consulting Engineers	$ 86,467	20-10846	Design and Plating-GP	2/3/2020
	Total		$ 86,467			

City Of Glenpool
Creating Opportunity

STAFF REPORT

To: Honorable Chairman and GIA Board of Trustees

From: John Gonsalves, Finance Director/Treasurer

Date: November 02, 2020

Re: Proposed Budget Amendment for FY2020-2021

Background:

To reflect the encumbrance rollover to the FY2020-2021 Budget an amendment must be authorized by Council. The attached budget amendment exhibits an increase to revenue and expenditure to cover the cost of incomplete projects that was rolled over from FY2019-2020 to FY2020-2021.

Attached is a detailed list of requested amendment.

Staff Recommendation:

Staff recommends approval of Budget Amendment Form GIA-1

Attachments:

FY2020-2021 Budget Amendment Form GIA-1

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641

City of Glenpool - GIA
Budget Amendment

Fiscal Year: 2020-2021
Amendment No: GIA 1
Date Requested: 2-Nov-20

REVENUE

Fund	Account Number	Acct Name	Amount	New Budget Amount
30	30-5-00-5409	TRANSFER FROM FUND BALANCE	$ 86,467	$ 86,467
		Total:		

EXPENSES

Fund	Account Number	Acct Name	Amount	New Budget Amount
30	30-6-12-6244	Engineering Fees	$ 86,467	$ 86,467

Approved by the City of Glenpool:

Mayor

Date

STAFF REPORT

To: Honorable Chairman and GIA Board of Trustees

From: John Gonsalves, Finance Director/Treasurer Date:

November 02, 2020

Re: FY 2020-2021 Second QTR Blanket Purchase Orders

Background:

A blanket Purchase Order (PO) is a PO that is valid for a specified time period and authorizes multiple orders during that time period, and are useful when there is a recurring need for goods or services from a single vendor which are paid as part of a monthly charge account or contract. Examples of situations in which we normally utilize Blanket Purchase Orders include oil changes, miscellaneous vehicle parts, building maintenance parts, etc. These purchases are still each individually reviewed by the various departments and by Finance before being paid to make sure they are appropriate and within budget.

Susan, David, Darrell Colbert (our Accounts Payable Clerk) and I have been working to streamline various finance department processes dealing with purchase orders and purchasing in general over the past several months. As part of this review process for blanket purchase orders we have come to believe that best practice, and possibly state law, should require that the City Council approve all blanket purchase orders before they are encumbered. Oklahoma statutes Title 62, Public Finance 62-310.8, says Municipalities may issue blanket purchase orders for recurring purchases of goods or service if a maximum authorized amount for all purchases pursuant to a blanket purchase order is specified in the order and approved by the governing board. While this is not an issue that has been raised in the past by our auditors, we believe it necessitates a proactive response from us at this time. We are developing a written purchase order policy/SOP that will include specific processes for blanket purchase orders, but until that is finalized, we feel it is best to bring these to you quarterly for approval.

The following blanket purchase orders are submitted for your consideration:

Staff Recommendation:

Staff recommends approval of the blanket purchase order as printed.

Attachments:

- Blanket PO Detail List

12205 S. Yukon, Glenpool, OK 74033 OFFICE: 918-322-5409 FAX: 918-209-4641
Mayor Tim Fox, Vice-Mayor Momodou Ceesay, Councilors: Jacqueline Triplett-Lund, Joyce Calvert, and Brandon Kearns
City Manager David Tillotson, Assistant City Manager Susan White, City Clerk Wendy Knight
www.glenpoolonline.com

GIA BLANKET PURCHASE ORDERS
FY 2020-2021 SECOND QTR

Vendor/Department	GL Account	Dept Amount	Blanket Total	Description
A.C.E. YARDCO	MULTI			LAWN MAINT/SVC
COMMON AREA	30-6-01-6235	$ 5,000.00		LAWN MAINT/SVC
GCC	30-6-01-6235	$ 2,500.00	$ 7,500.00	LAWN MAINT/SVC
ADVANCE ALARMS	MULTI			
GCC	30-6-01-6235	$ 75.00	$ 75.00	MONITORING @ 12205 S YUKON
ADT COMMERCIAL, LLC.	30-6-01-6235			CAMERA SYSTEM SVC
ATWOODS	MULTI			
GCC	30-6-01-6202	$ 75.00		OPERATING SUPPLIES
GCC	30-6-01-6273	$ 75.00	$ 150.00	BUILDING REPAIRS
AUTOZONE	MULTI			
GCC	30-6-01-6202	$ 25.00		EQUIPMENT REPAIR
GCC	30-6-01-6273	$ 50.00	$ 75.00	REPAIR PARTS/AUTO/BULDING ETC
BREWER RUSSELL EXTERMINATIONS	MULTI			
CITY HALL/GCC	30-6-01-6235	$ 195.00	$ 195.00	PEST CONTROL
BROOKS GREASE SERVICE	MULTI			GREASE TRAP CLEANING SVC
GLENPOOL CONFERENCE CENTER	30-6-01-6273	$ 125.00	$ 125.00	GREASE CLEANING
CHARLEY'S SOUTHSIDE LOCK & SAFE	MULTI			
GCC	30-6-01-6273	$ 50.00	$ 50.00	BUILDING REPAIRS
CITY WIDE PLUMBING	MULTI			
GCC	30-6-01-6273	$ 100.00	$ 100.00	BUILDING REPAIRS
CORE & MAIN LP	MULTI			
DATAPROSE, LLC	MULTI			
DOCS FOOD	MULTI			
GCC	30-6-01-6202	$ 12.50	$ 12.50	SUPPLIES
EASTON SOD FARMS INC.	MULTI			
ELITE CLEANING	MULTI			
GCC	30-6-01-6235	$ 8,750.00	$ 8,750.00	JANI SVC
FED-EX	MULTI			
GCC	30-6-01-6202	$ 12.50	$ 12.50	SHIPPING CHARGES
FLEET SERVICES (QT)	MULTI			
GLENPOOL CHAMBERS OF COMMERCE	MULTI			
GCOC LUNCHEONS	30-6-01-6239	$ 75.00	$ 75.00	LUNCHEONS
IMAGENET CONSULTING, LLC	MULTI			
IMPERIAL, INC.	MULTI			
GCC	30-6-01-6202	$ 250.00	$ 250.00	COFFEE SVC
INTERGITY PARTY RENTALS & SPEC EVENTS	30-6-01-6202	$ 750.00	$ 750.00	EVENTS RENTALS
LIGHTING INC.	MULTI			
GCC	30-6-01-6273	$ 150.00	$ 150.00	BUILDING REPAIRS
LOCKE SUPPLY CO.	MULTI			
GCC	30-6-01-6202	$ 25.00		OPERATING SUPPLIES
GCC	30-6-01-6273	$ 175.00	$ 200.00	EQUPMENT/BUILDING REPAIRS
LOWE'S	MULTI			
GCC	30-6-01-6202	$ 100.00		OPERATING SUPPLIES
GCC	30-6-01-6273	$ 200.00	$ 300.00	BUILDING REPAIRS
LUXURY WASH LAUNDROMAT	MULTI			
GCC	30-6-01-6202	$ 150.00	$ 150.00	LAUNDRY SVC
OMAG	MULTI	$ 27,305.88		
LIABILITY & AUTO	MULTI	$ 4,444.00		LIABILITY & AUTO
PROPERTY	MULTI	$ 6,446.00		PROPERTY
WORKMANS COMP	MULTI	$ 16,415.88	$ 54,611.75	WORKERS COMP INS

O'REILLY	MULTI			
GCC	30-6-01-6202	$ 50.00		EQUIPMENT REPAIR
GCC	30-6-01-6273	$ 50.00	$ 100.00	REPAIR PARTS/AUTO/BULDING ETC
SAMS	MULTI			
GCC	30-6-01-6202	$ 125.00		OPERATING SUPPLIES
GCC	30-6-01-6273	$ 50.00	$ 175.00	BUILDING REPAIRS
SCENTS PLUS	MULTI			
GCC	30-6-01-6202	$ 325.00	$ 325.00	AIR FRESHENERS
SPRINGPOINT TECHNOLOGIES	MULTI			MANAGED IT SVC
GCC (104.00)	30-6-01-6235	$ 302.00	$ 302.00	OFFICE 365
STAPLES BUSINESS ADVANTAGE	MULTI			
GCC	30-6-01-6273	$ 50.00		BLD SUPPLIES
GCC	30-6-01-6202	$ 200.00	$ 250.00	OPERATING SUPPLIES
SUTHERLANDS LUMBER & HOME	MULTI			
GCC	30-6-01-6273	$ 25.00		BUILDING REPAIRS
GCC	30-6-01-6202	$ 25.00	$ 50.00	OPERATIONAL SUPPLIES
TRACTOR SUPPLY	MULTI			
GCC	30-6-01-6273	$ 50.00		BUILDING REPAIRS
GCC	30-6-01-6202	$ 50.00	$ 100.00	OPERATING SUPPLIES
TREATS SOLUTIONS INC.	MULTI			
GCC	30-6-01-6202	$ 1,250.00	$ 1,250.00	OPERATIONAL SUPPLIES

Total $ 76,083.75

2021 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
GLENPOOL INDUSTRIAL AUTHORITY
GLENPOOL, OKLAHOMA

DATE	TIME	PLACE
JANUARY 4, 2021	6:00 P.M.	GLENPOOL CITY HALL
FEBRUARY 1, 2021	6:00 P.M.	GLENPOOL CITY HALL
MARCH 1, 2021	6:00 P.M.	GLENPOOL CITY HALL
APRIL 5, 2021	6:00 P.M.	GLENPOOL CITY HALL
MAY 3, 2021	6:00 P.M.	GLENPOOL CITY HALL
JUNE 7, 2021	6:00 P.M.	GLENPOOL CITY HALL
JULY 5, 2021	6:00 P.M.	GLENPOOL CITY HALL
AUGUST 2, 2021	6:00 P.M.	GLENPOOL CITY HALL
SEPTEMBER 7, 2021 *	6:00 P.M.	GLENPOOL CITY HALL
OCTOBER 4, 2021	6:00 P.M.	GLENPOOL CITY HALL
NOVEMBER 1, 2021	6:00 P.M.	GLENPOOL CITY HALL
DECEMBER 13, 2021	6:00 P.M.	GLENPOOL CITY HALL

* Denotes Tuesday Meeting

GLENPOOL CITY HALL, City Council Chambers, 12205 S Yukon Ave., Glenpool Oklahoma

APPROVED BY:
TRUSTEES FROM THE GLENPOOL INDUSTRIAL AUTHORITY
12205 S. YUKON
GLENPOOL, OK 74033
918-322-5409
Filed in the office of the City Clerk on the ____ day of November 2020

Signed: ____